<table>
<tr><td colspan="7"><b>CONFIGURATION MANAGEMENT PLAN COMMENTS</b><br><b>~~ENTERPRISE PORTAL~~ PORTAL ROLLOUT PROJECT</b></td></tr>
</table>

| Num | Page | Section | Table | Fig. | Comment | Cat. |
|---|---|---|---|---|---|---|
| 1 | General Comment | | | | Is ~~Enterprise Portal~~ Portal Rollout impacted by the Enterprise Configuration Management Implementation (ECMI) initiative?<br><br>*Portals Rollout is supported by the ECMI initiative.* | 4 |
| 2 | General Comment | | | | Is not clear that development items such as COTS software, as well as documentation, are under CM control. The term application code is used in section 1.1 but not mentioned again. Section 1.3 covers electronic files (Word, Excel, etc.) but omits application code.<br><br>*Documentation is referenced in paragraph 1 of section 1.1. Section 1.3.5 uses the term "source code", which is synonymous with "application code". COTS software addressed in section 1.3.1.* | 2 |
| 3 | General Comment | | | | Include a reference section to identify the standards and other resources used to develop the plan.<br><br>*The SLC Configuration Management Process Guide was used as a resource to develop the Portals Rollout CM Plan.* | 3 |

Category
1. Comment requires immediate resolution.
2. Comment requires resolution to meet exit criteria.
3. Design quality or style suggestion.
4. Question about the document.
5. Comment has been resolved with developer.
6. Comment discussed with developer/still open.
7. Recommendation for future improvement.
8. Typo, spelling, or minor wording changes.

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| 4 | General Comment | | | | Need to describe the relationship of the Rollout CM Plan to other SLC phases such as Support Phase CM Plan.<br><br>*The Portals Rollout CM plan applies to all SLC phases.* | 2 |
| 5 | General Comment | | | | In the appendix suggest a brief "System Definition" description to include owners and potential users of the system, the hardware and software configuration, interfaces and identification of vendor software, or provide a reference to this information.<br><br>*This information is provided in the Portal Rollout Preliminary Design Document.* | 3 |
| 6 | General Comment | | | | This plan focuses on individual CM item control but does not explain the use of CM to elevate significant changes involving overall performance, cost and schedule to the appropriate management level. Should consider adding a section to utilize the Configuration Control Board (CCB) for making decisions effecting overall system (project) performance, schedule and budget that are beyond the authority of the Change Control Group to approve.<br><br>*Refer to NUM 11 comments.* | 3 |

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**BSC Comments on Configuration Management Plan**
**February 4, 2002**

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| Num | Page | Section | Table | Fig. | Comment | Cat. |
| 7 | 4 | 1.1 | | | Purpose section should concisely state purpose, e.g. "…purpose is to identify CM requirements, establish methodology for generating configuration items, controlling software and documentation changes, maintaining status accounting and performing audits and reviews."<br><br>*Purpose clarified in section 1.1.* | 3 |
| 8 | 4 | 1.1 | | | Has ClearCase been approved as the CM Tool? If so, recommend the description of file synchronization be described in Section 1.3.4," CM Tools" and not identified in this section, "Purpose and Scope." If ClearCase is not used, then update accordingly.<br><br>*Rational ClearCase has been approved.* | 3 |
| 9 | 4 | 1.2 | | | Section 1.2 needs to identify the system security officer as having responsibility for conducting a security review of all change requests and approving all changes from a security perspective.<br><br>*Added to section 1.2.* | 1 |
| 10 | 4 | 1.2.1 | | | The CM lead responsibilities should include CM of all deliverables.<br><br>*Included in bulleted list of responsibilities.* | 2 |

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| 11 | 8 | | | 1 | Indicate, in text and on the diagram, who approves change requests, e.g. Change Authorization form, who is authorized to sign and evaluate the impact of performance, functionality, schedule, overall configuration/ architecture and budget impact.<br><br>*Change Control Process and Figure 1 updated.* | 2 |
| 12 | 9 | 1.3.4 | | | CM status accounting reports should be identified.<br><br>*Addressed in section 1.3.4* | 2 |
| 13 | 9 | 1.3.4 | | | Include record collection and retention plans for all CM artifacts.<br><br>*Addressed in step 6 of section 1.3.4* | 2 |
| 14 | 10 | 1.3.5 | | | Include Change Request Form and instructions as an appendix.<br><br>*Change Requests will be managed through Rational ClearQuest.* | 2 |
| 15 | 10 | 1.3.5 | | | Identify the methodology for assigning priorities.<br><br>*Priorities are assigned based on the potential impact a particular change has on the Portal* | 3 |
| 16 | 12 | 1.3.6 | | | Indicate the organization (function) that is responsible for performing the configuration baseline between project phases.<br><br>*CM lead with input from development team will set baselines. Appropriate changes made to section 1.3.7, paragraph 1.* | 2 |

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<tr>
<td>17</td>
<td>12</td>
<td>1.3.6</td>
<td></td>
<td></td>
<td>Update the phase titles to the new SLC phase titles.<br><br><i>Appropriate changes made to section 1.3.5.</i></td>
<td>2</td>
</tr>
<tr>
<td>18</td>
<td>13</td>
<td>1.3.8</td>
<td></td>
<td></td>
<td>Clarify that all COTS software is included.<br><br><i>See Comments for Num 2.</i></td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>13</td>
<td>1.3.8</td>
<td></td>
<td></td>
<td>Add a third group (bullet) "COTS and associated configuration files and patches." Also test data should be under CM control as well.<br><br><i>Appropriate changes made to section 1.3.8.</i></td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>14</td>
<td>1.4.1</td>
<td></td>
<td></td>
<td>Identify the organization providing the auditor. Also, suggest including an audit during the Vision and Definition phases as well.<br><br><i>The Accenture QPI Team will conduct the audits. Section 1.4.1 up albeit</i></td>
<td>2</td>
</tr>
<tr>
<td>21</td>
<td>14</td>
<td>1.4.1</td>
<td></td>
<td></td>
<td>Define "existing configuration management realities."<br><br><i>Refers to the current state of configuration management activities at the time of the audit.</i></td>
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